



Davidson County Juvenile Detention Center

100 Woodland Avenue, Nashville, Tennessee 37213

Dallas Scott, Acting Facility Director

March 8, 2017

RE: Letter of Written Reprimand

Dear [REDACTED]

This letter will serve as a letter written reprimand. As such it will be placed in your official personnel file and is considered to be a disciplinary action. If you wish to respond in writing to this letter, you may, and your response will be attached to this letter kept by your supervisor.

- You were assigned to Alpha pod on March 6, 2017 on 2nd shift. At approximately 1425, your work performance and conduct was unsatisfactory. After review of the video, you were found leaning over in a chair with your behind in the air, swinging around in the chair in the presence of the youths. Due to this you are in violation of Policy #1-1.328 Code of Ethics, Professional Conduct & Conflict of Interest.
- You were assigned to Alpha pod on March 6, 2017 on 2nd shift. At approximately 1425 hour, you did not keep Professional boundaries with youths. After review of the video, it was determined that youths were sitting in chairs across the red line that is designed to keep boundaries between staff and youths with their legs cropped up on the staff desk. While you and another staff engaged in casual conversation with the youths for a lengthy amount of time. Due to this, you are in violation of Policy #1-1.329, Professional Boundaries, and Employee Relationships.
- You were assigned to Alpha pod on March 6, 2017 on 2nd shift. At approximately 1425 hour, you were found to be inappropriately touching and caressing youth [REDACTED] face, head and hair. After review of the video, you were found to be in violation of Policy 1-1330, Staff Sexual Misconduct.

This letter of written reprimand is a disciplinary action. This letter will be maintained in your personnel file. However, be aware that it could be used as a prior offense to enhance penalties if you are again found to be in violation of this rule or if you engage in behavior similar to the behavior addressed in this letter.

Please be aware of the importance of your position at DCJDC and the responsibilities of your position. You must not fail to properly supervise and manage all aspects of your assigned area. You must not fail to follow facility rules and guidelines. All youths should be supervised and kept safe from self and others at all times. No youth shall be in any area without staff supervision. You are to keep professional boundaries at all times.

Sincerely,

[REDACTED]
Shift Supervisor